



**Solicitation Information  
February 7, 2018**

**RFP# 7588558**

**TITLE: Program Monitoring and Quality Assurance Project**

**Submission Deadline: March 8, 2018 at 2:30 PM (ET)**

**PRE-BID/ PROPOSAL CONFERENCE: No**

Questions concerning this solicitation must be received by the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than **Monday, February 19, 2018 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY BOND REQUIRED: No**

**PAYMENT AND PERFORMANCE BOND REQUIRED: No**

**GAIL WALSH  
CHIEF BUYER**

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM**

# **Table of Contents**

<b>SECTION 1. INTRODUCTION.....</b>	<b>3</b>
<b>Instructions and Notifications to Offerors.....</b>	<b>3</b>
<b>SECTION 2. BACKGROUND .....</b>	<b>5</b>
See comment. ....	5
<b>SECTION 3: SCOPE OF WORK AND REQUIREMENTS .....</b>	<b>7</b>
<b>General Scope of Work .....</b>	<b>7</b>
<b>Specific Activities / Tasks .....</b>	<b>10</b>
<b>SECTION 4: PROPOSAL .....</b>	<b>10</b>
<b>A. Technical Proposal.....</b>	<b>10</b>
<b>B. Cost Proposal .....</b>	<b>11</b>
<b>C. ISBE Proposal.....</b>	<b>13</b>
<b>SECTION 5: EVALUATION AND SELECTION .....</b>	<b>13</b>
<b>SECTION 6. QUESTIONS .....</b>	<b>15</b>
<b>SECTION 7. PROPOSAL CONTENTS.....</b>	<b>15</b>
<b>SECTION 8. PROPOSAL SUBMISSION.....</b>	<b>16</b>
<b>SECTION 9. CONCLUDING STATEMENTS .....</b>	<b>17</b>
<b>APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM .....</b>	<b>18</b>

## SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Education (“RIDE”), is soliciting proposals from qualified firms to provide Program Monitoring and Quality Assurance in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The initial contract period will begin approximately July 1, 2018 – June 30, 2023. Contracts may be renewed for up to one additional 12-month period based on vendor performance and the availability of funds.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

### **Instructions and Notifications to Offerors**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.

8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment->

[utilization-report-form.xlsx](#)) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at [Krystal.Waters@doa.ri.gov](mailto:Krystal.Waters@doa.ri.gov).

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov)

## **SECTION 2. BACKGROUND**

Monitoring the implementation of Federal programs and the use of Federal program funds is an essential function of the Rhode Island Department of Elementary and Secondary Education (RIDE). The RIDE Office of Student, Community and Academic Supports (OSCAS) oversees the state’s implementation of several federal programs on behalf of students with disabilities under the Individuals with Disabilities Education Act (IDEA) and on behalf of students with academic need from high poverty schools per Title I and Title IVa. The RIDE is responsible for promulgation of policies and for statewide oversight and monitoring of local education agencies’

(LEA) implementation of policies, procedures, and practices to ensure that all such students have full access to entitlements under these federal provisions.

The U.S. Education Department General Administrative Regulations (EDGAR) at 34 CFR 80.40(a) requires each state education agency to monitor sub-grant activities to ensure compliance with applicable Federal requirements. Monitoring promotes the alignment of state and local efforts with the principles of Every Student Succeeds Act 2015 (ESSA). Monitoring provides local policy makers and educators with the data necessary to make educational improvements and holds schools accountable for ensuring that all children have a fair, equal, and significant opportunity to obtain a high-quality education.

**Overview:  
IDEA**

The Individuals with Disabilities Education Act (IDEA, 2004), and the Rhode Island Regulations Governing the Education of Children with Disabilities (2013) require that school districts or Local Education Agencies provide programs and services for students with disabilities. Specifically, the IDEA requires that schools must provide a coordinated set of activities for students with disabilities.

IDEA, 2004, section 616 pertains to monitoring, technical assistance and enforcement. This requires states to monitor the implementation of IDEA, 2004, by local education agencies and enforce this part in accordance with focused monitoring. The primary focus of State monitoring is to (a) improve educational results and functional outcomes for children with disabilities and (b) ensure that the State meets the program requirement under IDEA with a particular emphasis on those requirements that are most closely related to improving outcomes for children.

Additionally, the US Department of Education requires the RIDE to demonstrate how Rhode Island will monitor programs and services for children with disabilities. In the area of General Supervision, the plan includes: A system for supervising monitoring performance and compliance which identifies and corrects noncompliance as soon as possible but in no case later than one year from the date of identification.(20 U.S.C. 1416 (a)(3)(B)). For any noncompliance not corrected within one year of identification, the system must describe the actions, including technical assistance and/or enforcement that the State has taken.

**Title I and Title IVa: Improving the Academic Achievement of the Disadvantaged**

In addition to ensuring schools' compliance with Federal requirements, RIDE must ensure that their instructional delivery programs are of sufficient size, scope and quality, and that the academically at-risk student population is the primary focus for the Title I program.

Rhode Island's Title I and Title IVa program monitoring process consists of four major components:

1. Annual Review of Program Design, Implementation and Expenditure –Through the Consolidated Resource Plan (CRP) process, LEAs must submit a program description and budget annually for approval. Program staff and a fiscal officer review CRPs to ensure that expenditures are allowable, reasonable and necessary, and that the Title I program is of sufficient size, scope and quality.
2. Desktop Review – LEAs must submit required reports throughout the year to demonstrate compliance with the areas of comparability, annual ranking, student participation data, reserves,

school level allocations, private school affirmations, and teacher/paraprofessional quality. Title I staff review these reports and the CRP application as part of a desktop review.

3. On-site Review – A visiting team performs on-site visits to LEAs to ensure compliance with the critical elements of Title I. The purpose of the on-site visit is to verify documentation for program elements and confirm understanding of the Title I program design and implementation.
4. Title I Clinics –Title I Clinics are provided throughout the school year. The clinics are designed to deliver technical assistance and support to LEAs in topic areas that address effective program design, implementation, and evaluation.
5. Title IVa-Support RIDE in the implementation and monitoring of Title Iva Program.

**Purpose:**

This project will assist RIDE with ensuring LEAs’ compliance with federal requirements under IDEA, TITLE I and TITLE IVa supporting the RIDE Office of Student, Community, and Academic Support (OSCAS) Program Monitoring and Quality Assurance effort in three ways:

1. Coordinate and support all logistical activities for OSCAS program monitoring and quality assurance that ensures comprehensive district program review and adherence to federally mandated regulatory and result driven requirements.
2. Assist and support the RIDE OSCAS in designing and implementing refinements of the program monitoring and quality assurance system, including building capacity of school districts, students, and parents to improve student outcomes as measured in the RI State Performance Plan and Title I and Title IVa requirements.
3. Report to RIDE on activities, deliverables, and outcomes as required.

**SECTION 3: SCOPE OF WORK AND REQUIREMENTS**

**General Scope of Work**

The successful vendor will employ and support professionals engaged in carrying out the tasks delineated for three key quality assurance and monitoring systems of the OSCAS:

**Tasks**

Maintain the necessary staffing and reporting under the following programs to provide the functions delineated within each program.

**A. IDEA School Support System (SSS)**

**A1. Quality Assurance Program Support**

IDEA program support personnel will perform a variety of technical and clerical work supporting IDEA program staff and activities for quality assurance, including, but not limited to, the functions below:

- Coordinate all School Support System logistical activities: Maintain coordination with RIDE Quality Assurance Administrator.
- Implement School Support System (SSS) refinements as directed to build the capacity of local school districts, students, and parents to improve student outcomes as measured in the RI State Performance Plan:
  - Review and refine SSS logistical process via development of a revised process manual specifying monitoring activities based on the IDEA 2004 (RI regulations promulgated July 2010).
  - Provide direct assistance to constituents and LEAs in understanding the SSS process and their role through the organization of activities and informational materials.
  - Review, revise, and distribute capacity-building materials as directed.
  - Participation and support on monitoring reviews as appropriate
  - Provide support staff services for all aspects of the SSS process as mandated by the IDEA 2004.
  - Provide support staff services in refining the special education nonpublic school application and approval process via development of a revised application system as mandated per the IDEA 2004.
  - Provide assistance to constituents, as directed by the OSCAS Quality Assurance Administrator, in understanding the SSS process and special education nonpublic school application and approval process. Facilitate the completion of team member mileage and related training packages via the organization of activities and informational materials.
  - Ensure that data collection and analysis, and required program reports from districts are complete, accurate, and timely
  - Provide support staff services for logistical coordination (School Support System focused monitoring activities, and special education non-public program approval activities).
  - Maintain all program records associated with IDEA program monitoring.
- Report on these activities to RIDE in accordance with the project schedule and deliverables.

## **B. Title I and Title IVa Programs**

### **B1. Program Specialist**

- Assist in the design and delivery of high quality technical assistance to districts in implementing effective Title I and Title IVa programs.

- Ensure that data collection and analysis, and required program reports from districts are complete, accurate, and timely.
- Ensure that all data submissions to the US Department of Education on behalf of the Title I and Title IVa programs are complete, accurate, and timely.
- Support Title I staff in ensuring that federal Title I and Title IVa provisions are coordinated and integrated with other programs in federal sub grant funding applications (i.e. Consolidated Resource Plan).
- Participate in the design and implementation of Title I monitoring for critical elements of the Title I and Title IVa programs.
- Maintain all program records associated with Title I and Title IVa program monitoring.

## **B2. Information Services Technician**

Perform a variety of technical and clerical work supporting Title I program staff and activities for technical assistance and data quality, including, but not limited to, the functions below:

- Assist in answering requests and providing information to incoming inquiries;
- Produce and disseminate information;
- Compile and maintain data; and
- Perform related work as required
- Provide support staff services for logistical coordination of Program Monitoring and Quality Assurance for the Title I and title IVa programs.
- Provide staff support for tracking and monitoring information for the McKinney Vento Homeless Education Program.
- Provide staff support in collecting and reporting information related to Title I, Part D Program for Neglected and Delinquent Youth.
- Support the other ESSA implementation requirements for Title I and Title IVa related to students in foster care

## **C. Reporting for IDEA, Title I and Title IVa**

1. Submit to RIDE quarterly fiscal reports indicating status of expenditures consistent with tasks and deliverables.
2. Submit to RIDE a service log as requested regarding summary of activities, beneficiaries, and next steps.

- Participate as requested program review meetings with OSCAS staff for program review and revision as needed.

### Additional Contractor Requirements/Qualifications

- Existing Personnel Retention: Must demonstrate a commitment to collaborating with RIDE in the recruitment and selection of staff, to ensure both highly experienced personnel conversant with constituents in the regions served and to ensure a seamless transition.
- Bidders must submit relevant organizational information, a list of similar projects undertaken and/or clients served, agency expertise relative to the services requested, and a statement of exiting workload as it impacts the performance of this project

### Deliverables and Schedule

	<b>Deliverables</b>	<b>Due Date(s)</b>
<b>1</b>	Job descriptions for project related staff will be articulated in collaboration with RIDE OSCAS staff.	By July 1, 2018
<b>2</b>	In collaboration with RIDE OSCAS Project Leads, professional and support staff to accomplish the work outlined in the Project Overview will be recruited and employed.	Upon contract approval
<b>3</b>	Space and administrative supports as needed for project related meetings will be provided.	Upon contract approval and ongoing
<b>4</b>	Changing needs and emerging issues in the Program Monitoring and Quality Assurance Project will be assessed and addressed in collaboration with RIDE OSCAS staff.	Quarterly upon execution of contract
<b>5</b>	Annual summative reports submitted to RIDE regarding summary of activities, beneficiaries, and next steps.	By June 30 <sup>th</sup> of each contract year
<b>6</b>	Participation as requested in program review meetings with OSCAS staff for program review and revision as needed.	As requested by RIDE

## SECTION 4: PROPOSAL

### A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

- Contractor Understanding of the Issues – (10 points)** Provide a description of a comprehensive understanding of the work needed. Include knowledge specific to Rhode Island.

2. **Work Plan – (20 points)** Please describe in detail the framework and timeline for all primary tasks. Include: 1) Tasks and activities including the designation of responsibilities, 2) Schedule of activities, 3) Possible barriers and solutions to address barriers, and 4) Methods to report to RIDE activities, deliverables and outcomes as requested
  
3. **Capacity of Agency to Effectively Administer the Project – (20 points)** Please describe in detail previous experience related to this Project. The following elements should be included: 1) Ability to coordinate and deliver Project; 2) Ability to collaborate with RIDE; 3) Similar Projects delivered by vendor.
  
4. **Quality of Key Personnel – (20 points)** Include: 1) Curriculum Vitae, 2) Identify existing staff responsible for successfully implementing similar projects.

**Total Available Technical Points**

**(70 points)**

## **B. Cost Proposal**

### **Cost Proposal Evaluation (30 points)**

Detailed Budget and Budget Narrative:

A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure proposed to complete all the requirements of this project. Provide a cost proposal to include Budget Summary page and Budget Details pages for each FY of the proposal. Include a copy of the approved indirect cost documentation. The total for administration costs, including indirect costs, may not exceed 10% of the total cost of the project and applicants are encouraged to submit proposals which reflect competitive administrative rates.

Provide a proposal cost proposal to include the following.....

### **Budget Summary**

Expense Category	Estimated Expenditures					Total
	Year 1	Year 2	Year 3	Year 4	Year 5	
1. Employee Salary and Benefits	0	0	0	0	0	
2. Purchased Services	0	0	0	0	0	
3. Supplies and Materials	0	0	0	0	0	
4. Travel	0	0	0	0	0	
5. Printing	0	0	0	0	0	
6. Office Expense	0	0	0	0	0	
7. Other: <i>(describe)</i>	0	0	0	0	0	
8.	0	0	0	0	0	
Subtotal	0	0	0	0	0	
Indirect Cost *	0	0	0	0	0	

**TOTAL**

0 0 0 0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

*BUDGET DETAIL SHEET \**

FISCAL YEAR \_\_\_\_\_

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
<b>TOTAL REQUEST</b>				

**PURCHASED SERVICES DETAIL**

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
<b>TOTAL REQUEST</b>				\$

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials		
Travel ***		
Printing		
Office Expense		
Other: (describe)		
Indirect Cost		

Total \$

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

\*\*\* Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

### C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

## SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 40 out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 40 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 40 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
Contractor Understanding of the Issues	10 Points
Work Plan	20 Points
Capacity of Agency to Effectively Administer the Project	20 Points
Quality of Key Personnel	20 Points
<b>Points</b>	<b>70 Points</b>
	30 Points

Cost proposal*	
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Points</b>	<b>Total Possible</b>
	<b>106 Points</b>

**\*Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

**\*\*ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}$$

$$\times \text{Maximum ISBE participation points})$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%,

Vendor A will receive the maximum 6 points and Vendor B will receive  $(12\% \div 20\%) \times 6$  which equals 3.6 points.

### General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

## SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7588558** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

## SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
5. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in the solicitation. The technical proposal is limited to twenty (20) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request.
  - a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
  - b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.

- c. Four (4) printed paper copies
  - 4. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
    - a. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
    - b. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
    - c. Four (4) printed paper copies
- B. Formatting of proposal response contents should consist of the following:

- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
- a. Vendor’s name
  - b. RFP #
  - c. RFP Title
  - d. Proposal type (e.g., technical proposal or cost proposal)
  - e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

- B. Formatting of written documents and printed copies:
- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
  - b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
  - c. The cost proposal shall be typed using the formatting provided on the provided template.
  - d. Printed copies are to be only bound with removable binder clips.

## **SECTION 8. PROPOSAL SUBMISSION**

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7588558 Program Monitoring and Quality Assurance Project**” to:

RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

## **SECTION 9. CONCLUDING STATEMENTS**

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State’s General Conditions of Purchases can be found at the following URL:  
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

## **APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM**

### **A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)**

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

### **B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:**

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF ADMINISTRATION  
ONE CAPITOL HILL  
PROVIDENCE, RHODE ISLAND 02908**

**MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN**

Bidder's Name:
Bidder's Address:
Point of Contact:
Telephone:
Email:
Solicitation No.:
Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:			
Type of RI Certification:	<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> Disability Business Enterprise
Address:			
Point of Contact:			
Telephone:			
Email:			
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:			
Total Contract Value (\$):		Subcontract Value (\$):	ISBE Participation Rate (%):
Anticipated Date of Performance:			

I certify under penalty of perjury that the forgoing statements are true and correct.

<b>Prime Contractor/Vendor Signature</b>	<b>Title</b>	<b>Date</b>
<b>Subcontractor/Supplier Signature</b>	<b>Title</b>	<b>Date</b>